

**UNITED STATES DISTRICT COURT
DISTRICT OF COLORADO
901 19th Street, Denver, Colorado 80294**

VACANCY ANNOUNCEMENT

Civil Docket Clerk

Announcement No. 07-03-USDC

Opening Date: October 20, 2006

Position Closes: Open Until Filled

Applications will be reviewed as received, interviews will be scheduled as soon as possible, and an employment offer will be extended to the most qualified candidate

Annual Salary: CL 24 Step 1 - CL 25 Step 25 (\$33,040 - \$45,615)*

Specialized experience / court preferred skills may qualify for placement above CL 25 Step 25

This position is a permanent part time status position (20 hours per week,

***annual salary is adjusted based on actual hours worked.**

Expected work schedule: Monday through Friday 8:00 a.m. - 12:00 p.m.

This position is located in the Clerk's Office of the United States District Court for the District of Colorado. The Docket Clerk is responsible for maintaining and processing case information and managing the progression of cases from opening to final disposition, in accordance with approved internal controls, procedures, and rules.

This position is eligible for full federal government benefits.

The position is directly supervised by the Civil Case Processing Supervisor.

Representative Duties

*Creating and maintaining bar records for attorneys and preparation of certificates of admission and certificates of good standing.

*Registration of attorneys for electronic case filing.

*Clearly and concisely extract necessary information from pleadings to be placed on the automated docket system.

*Make summary entries of documents and proceedings on the docket. This includes, but is not limited to, such things as pleadings, petitions, motions, complaints, minutes, and orders.

*Assist in case management by ensuring that all automated entries are appropriately linked for proper case management.

*Work closely with judicial support staff and courtroom deputy clerks on matters dealing with case management.

*Perform quality assurance review of summary entries and documents attached thereto; collect, compile, and report statistical data.

*Prepare and transmit, as may be necessary, to appropriate parties, judgments and orders.

*Public interaction required to answer inquiries on case status and electronic case filing procedures/policies.

*Open cases upon receipt of initiating documents. Close cases upon receipt of terminated documents, such as judgments and closing orders.

*Perform other duties as assigned by the Clerk, Chief Deputy Clerk, and the Docket Supervisor.

Minimum Qualification Requirements

Requirements include high school graduate or equivalent and a previous experience where effective communication was utilized and progressively responsible legal administrative work experience, requiring the regular and recurring application of clerical procedures involving the routine use of specialized terminology, keyboard skills, and demonstrated ability to apply a body of rules, regulations, directives, or laws. Extremely fast-paced position requires incumbent to present a professional demeanor at all times, be extremely detail-oriented, and possess strong organizational and communication skills. Demonstrated knowledge of Windows 98/WordPerfect 12.

Desirable Qualifications

Familiarity with CM/ECF (Case Management/Electronic Case Filing) system of the U.S. District Court. Familiarity with the Federal Rules of Civil Procedure, and Local Rules of Practice.

How to Apply:

Submit U.S. Courts Application (found at www.cod.uscourts.gov) to Human Resources Division, 1929 Stout Street, Suite C102, Colorado 80294 or via facsimile to 303-335-2495

Information for Applicants:

THE UNITED STATES GOVERNMENT IS AN EQUAL OPPORTUNITY EMPLOYER

Applicants must be a U.S. citizen or eligible to work in the United States.

Proof of eligibility status will be required.

The selected candidate will be subject to a technical fingerprint check through the FBI Criminal Justice Information Services Division database as a condition of employment.

Employment will be considered provisional until background check is completed.

Starting salary commensurate with work experience.

